

KANSAS STATE BOARD OF MORTUARY ARTS
700 SW JACKSON, SUITE #904
TOPEKA, KANSAS 66603-3733
Wednesday-Thursday, July 11-12, 2012

FORMAT OF MINUTES:

On each motion there appear the names of two board members in a parenthesis. The first named made the motion, and the second named made the second. Ayes and Nays will be recorded at a voter's request.

Wednesday, July 11, 2012:

- I. The Investigative Committee (IC) of the board met to discuss and make recommendations to the Board on open complaints. Those in attendance included: Charles R. Smith, Overland Park, Consumer; Barry W. Bedene, Arma, Licensee; and Executive Secretary Mack Smith. The Board's Litigation/ Prosecuting Assistant Attorney General Steve Phillips was unable to attend. Recommendations and Actions from this committee meeting are contained within these minutes.

Thursday, July 12, 2012:

- II. The regularly scheduled meeting of the Kansas State Board of Mortuary Arts (KSBMA) was called to order by President Charles Smith.

Roll call by Executive Secretary Mack Smith found the following board members in attendance: President Charles R. Smith, Overland Park, Consumer; Vice President Fred G. Holroyd, Topeka, Licensee; Board Member Barry W. Bedene, Arma, Licensee; Board Member Steven G. "Steve" Melby, Mankato, Licensee, and Consumer Board Member Theresa M. Schwartz, Lawrence. The board's Executive Secretary Mack Smith was also in attendance.

Board Members Barry Bedene and Theresa Schwartz were congratulated regarding their reappointments to the Board by Governor Brownback for additional three-year terms expiring July 31, 2015.

The board noted this meeting's tentative agenda that is displayed on the agency's website at: <http://www.kansas.gov/ksbma/> under the heading of *Agency Information* and *Tentative Board Agenda*.

(Bedene-Melby) To approve a **final agenda** for this meeting. Carried.

Assistant Attorney General Lisa Mendoza entered the meeting.

The board decided to eat lunch at New City Café' following adjournment if time permits.

(Bedene-Schwartz) To adopt the **April 11-12, 2012 regularly scheduled board meeting minutes** as submitted. Carried. These minutes will be signed by President Charles Smith and Executive Secretary Mack Smith, then displayed on the board's website.

(Holroyd-Schwartz) To adopt the **Annual KSBMA Board Update** as presented by *President Charles Smith* on May 7, 2012 at the **2012 Annual KFDA Convention** held in Topeka at the Capitol Plaza. Carried.

The board reviewed results of the written **funeral directors' examination** administered on **April 12, 2012** noting that **60% (three of five applicants)** were **successful**. Both individuals who were unsuccessful with the April 2012 examination are scheduled to retake the examination later this afternoon.

The board reviewed results of the written **assistant funeral directors' examination** administered in **May, June and July 2012** noting that **43% (three of seven applicants)** were successful. Since the law requiring examination for assistant funeral directors was enacted in 2008, **76.1% (86 of 113 applicants)** have successfully passed the examination.

The board reviewed the positive exit comments from one of the May 2, 2012 assistant funeral director examinees.

The board reviewed the '**List of Licensure Applicants**' scheduled to interview with the board at this meeting, noting the following applicants scheduled to meet with the board include six (6) embalmer-funeral director applicants, three (3) funeral director applicants, one (1) embalmer applicant, one (1) reciprocal embalmer applicant and one (1) reciprocal embalmer-funeral director applicant. Twelve (12) applicants, including two (2) retakes are scheduled to be administered the written funeral directors' examination in conjunction with this meeting—making this one of the larger groups in quite some time.

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- III. The board **reviewed individual applications** for embalmer and funeral director licensure along with the executive secretary's summations of the applicant's apprentice and supervising licensee progress reports. Applicants for licensure will be interviewed later in this meeting. All funeral director applicants will be administered the written funeral directors' examination by Funeral Home/ Crematory Inspector Francis Mills at 1:30 p.m. this afternoon in the Florentine Room of the Jayhawk Tower.

The board reviewed the correspondence relating to the third quarter progress reports of an apprentice embalmer-funeral director from the April 12, 2012 meeting. Executive Secretary Smith contacted both the apprentice and supervising licensee regarding concerns reviewed in the progress reports filed with the board due March 15, 2012 with better results noted in the fourth quarter

reports filed June 15, 2012. No additional action was taken.

All quarterly progress reports of embalmer/funeral director apprentices and supervising licensees were summarized by the executive secretary with copies of the individual reports available for board review.

The board reviewed and discussed the third quarter progress reports of an apprentice embalmer and supervising embalmer. (Bedene-Holroyd) To notify the apprentice embalmer and supervisor that more time needs to be utilized embalming. Carried. Mr. Smith has recently visited with the apprentice about these concerns.

The board reviewed and discussed the second quarter progress reports of an apprentice embalmer-funeral director and supervising licensee. Concerns were noted by the supervising licensee in the most recent report. No action taken at this time.

The board reviewed and discussed the third quarter progress reports of an apprentice embalmer and supervising embalmer. (Bedene-Melby) To notify the apprentice embalmer and supervisor that more time needs to be utilized embalming. Carried. The apprentice is also currently serving her funeral directing apprenticeship at a different location.

Copies of all related correspondence from the April 2012 meeting were reviewed.

IV. **Legal Discussion: Individual Complaints/Investigations are listed numerically. The board did not necessarily take action in the order listed below:**

Complaints and legal concerns:

The board reviewed correspondence involving complaints resulting from actions taken and recommendations made at the meeting of April 12, 2012.

Information on open complaints:

The Board's Investigative Committee, which is composed of Board Members Bedene and C. Smith met with Executive Secretary Smith on Wednesday, July 11, 2012 at 3:00 p.m. to discuss and make recommendations on open complaints. Assistant Attorney General (litigation) Steve Phillips was unable to attend the meeting. Investigative Committee recommendations are included with the following individual complaints.

#11-22—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. Based on the circumstances of the complaint, the Criminal Division of the Attorney General's Office was unable to criminally prosecute the individual. As a result from a Summary Order, this individual's funeral directors' license has been revoked with a fine of \$1,000.00 resulting from a missing casket/casket certificate of \$2,100 from 2006.

#11-31—No action necessary at this time.

#11-35—No action necessary at this time.

#12-02—(Schwartz-Holroyd) To close the file. Carried. The licensee was informed that documentation and better judgement would have avoided this situation from occurring. The complaint involves unprofessional conduct with failure to present the flag and cremated remains to the legal next of kin of the deceased.

#12-03—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves the value of a prefinanced agreement at the time of death. Additional information has been requested but was never provided.

#12-06—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves prefinanced funeral agreements. Additional information was requested but was never provided.

#12-07—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify both parties that based on the information provided, there are no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. The complaint involves the legal next of kin and final disposition.

#12-08—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify the individual that based on the information provided, there are no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. The complaint involves cremation and the possibility of unlicensed activity.

#12-09—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves the reinstatement of a funeral directors' license. No application was ever filed with the Board.

#12-10—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to forward the information to the Office of the Attorney General, Consumer Protection Division. Carried. The complaint involves concerns with a cemetery.

#12-11—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee and close the file. Carried. The complaint involves an audit of prefinanced funeral agreements by the Office of the Kansas Secretary of State where no deficiencies were noted.

#12-12—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify the complainant of no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. The complaint revolves around a diversion agreement with no convictions noted.

#12-13—(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify both parties that based on the information provided there

were no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. A copy of the initial Statement of Funeral Goods and Services Selected will also be provided to the complainant.

#12-14–(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify the complainant of no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. The complaint involves cremation.

#12-15–(Bedene-C. Smith) To adopt the recommendations of the Investigative Committee to notify both parties of no violations of laws regulated by the Kansas State Board of Mortuary Arts. Carried. The complaint involves at-need funeral arrangements and cremation.

#12-16–No action necessary at this time.

#12-17–No action necessary at this time.

The Board reviewed *Five Year Totals of Consumer Complaints* for the time frame of 2007–2011. There was a total of 103 consumer complaints filed over this five-year time frame.

The Board discussed a request from a funeral supplier (vendor) for the KSBMA to consider enacting a law of *Financial Obligations* that if a funeral home fails to pay a vendor, the vendor could file a complaint with the Board to not allow renewal of the funeral home's license. Executive Secretary Smith was advised to inform the individual making the request to consider making his request to the Kansas Funeral Directors Association (KFDA) as the KSBMA was not the appropriate entity to request implementation of a law of this nature.

V. Information pertaining to funeral service from the 2012 Kansas Legislative Session not covered at the April 12, 2012 Meeting

- **The 2011-2012 Final Kansas Legislative Roster of Bills involving the KSBMA** was reviewed. Legislative Sessions are for two years, so the 2013 Legislative Session, scheduled to begin on Monday, January 14, 2013, will be year one of two.

VII. Board Business:

- 1) (Bedene-Schwartz) To approve the **quarterly lists of continuing education (CE.)** Carried. Three lists containing *on-site programs, correspondence/home study programs* and *programs pertaining to cremation*. These lists are regularly updated and are available on the board's web site.
- 2) (Bedene-Melby) To approve the list of **lapsed licenses** as amended. Carried. The list is a part of these minutes and contains the names of individuals whose license renewals are past due for longer than six months, who have requested that their licenses be dropped, who have

- died or in the case of assistant funeral directors who are no longer employed at a funeral home under the supervision of a funeral director. The list reviewed and approved by the Board included seven (7) assistant funeral director licenses, two (2) crematory operator licenses, seven (7) embalmer licenses and eleven (11) funeral director licenses. This information is provided for a number of reasons, including use by the Office of Vital Statistics (OVS) for purposes of licensure verification used on death certificates.
- 3) The board reviewed the list of **automatically suspended licenses**. This list contains the names of individuals who have not paid their license renewal fees by the appropriate due date and have not requested that their licenses be dropped. Once a license is six months in arrears, it is then automatically placed on the lapsed license list for purposes of being dropped. This list included fifteen (15) embalmer licenses and fourteen (14) funeral director renewals due through June 30, 2012.
 - 4) (Bedene-Melby) To approve the **FY 2012 fourth quarter** (April 1-June 30, 2012) and **FY2012 Final** (July 1, 2011-June 30, 2012) **Reports** for KSBMA Funeral Home-Crematory Inspector Francis F. Mills. Carried. A total of 751 inspections were conducted during FY 2012 with eighteen (18) violations noted. A total of 29,005 miles was traveled involving one hundred and five (105) counties during FY 2012.
 - 5) Reviewed the **current roster of apprentice embalmers and funeral directors**. A total of 29 apprentices are currently registered with the board at this time, including: seventeen (17) embalmer-funeral directors, three (3) embalmers and nine (9) funeral directors.
 - 6) Discussion of **news articles** relating to the funeral profession that has been provided to board members and legal counsel for their review.
 - 7) A reminder of the remaining 2012 Board meeting date: October 11, 2012.
 - 8) **2013 Board Meeting Dates**—Depending on the location of the office and availability of a room to administer funeral director examinations, the 2013 Board Meeting Dates will be: January 10, April 11, July 11 and October 10. Any necessary changes will be discussed at the October 2012 meeting.
 - 9) The board **signed travel vouchers**. Licenses are now signed digitally.
 - 10) The **expiration of the board's office lease**, due to expire August 31, 2012, was discussed with the possibility of a move to the Landon State Office Building. Moving dates would be Thursday-Friday, August 30-31, 2012 if finalized by the Department of Administration. The Board authorized Executive Secretary Smith to finalize any actions necessary regarding a new lease with preference being at the current location.
 - 11) Upcoming **Kansas Boards and Commissions Seminar** conducted by the Governor's Office for board presidents and executive directors is scheduled for September 26, 2012. Due to Executive Secretary Smith's surgery and President Smith's availability, it was not possible to participate in the June 8, 2012 Seminar.
 - 12) **Fleener Funeral Home** in Greensburg, Kansas was reopened on April 18, 2012. The funeral home was destroyed by a tornado on May 4, 2007 and has been operating at temporary facilities since that time. Owner J. Wynn Fleener thanked the Board for their understanding and willingness

- to work with him during the rebuilding process.
- 13) The Board reviewed the document containing updates and recent history of **Board Member Appointments**.

VIII. Executive Secretary's Report:

- 1) **Budget Update—**
- a) The agency has received funding to replace their automobile which was totaled in an accident. The replacement vehicle will not be available until late Summer or early Fall 2012, so rental vehicles will be utilized in the meantime.
 - b) **FY 2012** (July 1, 2011 through June 30, 2012): The approved budget was \$291,381. The projected ending balance is approximately \$18,222 which means expenditures should be close to 6% under budget. Final figures should be available for the October 2012 Board Meeting. This figure includes the cost of purchasing a replacement vehicle.
 - c) **FY 2013** (July 1, 2012 through June 30, 2013) The Board's expenditure limit is \$281,894 which is a reduction of \$9,487 from FY 2012. If the Board's office is moved to a State owned building, then it will be necessary to request additional funding.
 - d) Budget requests for **FY 2014** (July 1, 2013 through June 30, 2014) and **FY 2015** (July 1, 2014 through June 30, 2015) are due September 15, 2012 as well as any requests for increases in current **FY 2013** (July 1, 2012 through June 30, 2013.)
- 2) Updated information regarding the **International Conference of Funeral Service Examining Boards (ICFSEB)**.
- 3) Updated information on the **Council on Licensure, Enforcement and Regulation (CLEAR)** was discussed.
- a) In a continued effort to keep spending down, Mr. Smith informed the Board he will not attend the 2012 CLEAR Conference which will be held in San Francisco, California on September 6-8, 2012.
- 4) Updated information regarding the **Federation of Associations of Regulatory Boards (FARB.)**
- a) In a continued effort to keep spending down, Mr. Smith informed the Board he will not attend the 20th Annual FARB Attorney Certification Seminar in Professional Regulatory Law in Atlantic Beach, Florida on October 5-7, 2012.
- 5) Updated information on the **Kansas Funeral Directors and Embalmers Association (KFDA)**
- a) **2012 KFDA Fall District Meetings**—If scheduling allows, Executive Secretary Smith will present a Board Update at each of these meetings. The Board encouraged Funeral Home-Crematory Inspector Francis Mills and Office Manager/Administrative Specialist Leslie Garwood to each attended one of the meetings if location and their schedules allow.
 - b) Mr. Smith, Mr. Mills and Ms. Garwood along with Board Members Charlie Smith, Barry Bedene, Steve Melby and Fred Holroyd represented the board at the **2012 KFDA Annual Convention** held on May 6-9, 2012 in Topeka.
- 6) Information relating to the **board's web site**:
<http://www.kansas.gov/ksbma/>
- a) There were 22,200 successful requests on the web site in June 2012.
 - b) Changes have been implemented to the Kan-Pay (credit card) license

renewal system of Kansas.Gov utilized by licensees renewing on line with the KSBMA.

- 7) The board discussed information pertaining to the **National Funeral Directors Association (NFDA)**.
- 8) Updated information from the **Federal Trade Commission (FTC)** regarding the **Funeral Rule** was discussed.
- 9) Updated information from the **American Board of Funeral Service Education (ABFSE)** was discussed.
- 10) Updated information from the **Cremation Society of North America (CANA)** was discussed.
- 11) Updated information from the **Funeral Ethics Association (FEA)** was discussed.
- 12) Updated information from the **Funeral Consumer Alliance (FCA)** was discussed.
- 13) Updated information from the **Funeral Consumer's Alliance of Greater Kansas City** was discussed.
- 14) Updated information from the **Funeral Ethics Organization (FEO)** was discussed.
- 15) Updated information from the **American Society of Embalmers (ASE)** was discussed.
 - a) In a continued effort to keep spending down, Mr. Smith informed the Board he did not attend the 8th Annual Meeting and Conference of the ASE held on June 21-22, 2012 in Ottawa, Canada.
- 16) Updated information from the **Kansas Department of Health and Environment (KDHE), Office of Vital Statistics (OVS)** was discussed.
- 17) Updated information from the **Kansas City Kansas Community College (KCKCC) Mortuary Science Program**.
 - a) Summer classes are wrapping up and it appears as though approximately ten (10) graduates will be serving apprenticeships in the State of Kansas.
- 18) Updated information from the **Kansas Mass Fatality Planning Task Force** was discussed.
 - a) A Continuity of Operations Planning (COOP)–State Agency Tabletop Exercise is scheduled for August 29, 2012. Due to the requirement of having at least four agency personnel in attendance, the KSBMA will not be able to participate with this exercise.
- 19) Executive Secretary Smith continues to attend the **Administrative Services Forum** meetings with Department of Administration (DOA) Secretary Dennis Taylor whenever possible. Meetings are held twice a month and contain agendas covering a wide range of subjects.
- 20) Executive Secretary Smith presented *Helping Families Face Final Arrangements* on April 24, 2012 to attorneys and staff of Kansas Legal Services (KLS).

IX. The board met with *Applicants for Licensure* to discuss their applications and apprentices:

Embalmer Applicant: Mr. Todd A. Miller

(Holroyd-Melby) To grant an embalmer license upon payment of an initial license fee of \$42.00 and completion of apprenticeship. Carried. Upon continuous employment, Mr. Miller will complete his apprenticeship on August 22, 2012 at Rumsey-Yost Funeral Home and Crematory in Lawrence, Kansas. Once issued, the renewal date for the license would be January 31, 2013. Mr.

Miller attended Allen County Community College in Iola, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Shonetta M. Hall

(Bedene-Melby) To grant an embalmer license upon payment of an initial license fee of \$182.00 and to grant a funeral director license upon payment of an initial license fee of \$232.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Hall completed her apprenticeships on June 27, 2012 at Thatcher's Funeral Home in Kansas City, Kansas. Once issued, the renewal date for the licenses would be August 31, 2014. Ms. Hall earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. RaKel K. Streitz

(Bedene-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$91.00 and to grant a funeral director license upon payment of an initial license fee of \$26.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Ms. Streitz completed her apprenticeships on June 20, 2012 at Skradski Funeral Home in Kansas City, Kansas. Once issued, the renewal date for the licenses would be July 31, 2013. Ms. Streitz attended Southwest Minnesota State University in Marshall, Minnesota, Winona State University in Winona, Minnesota, University of South Dakota in Vermillion, South Dakota and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Funeral Director Applicant: Ms. Lacey D. Thayer

(Bedene-Holroyd) To grant a funeral director license upon payment of an initial license fee of \$28.00, completion of apprenticeship and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Ms. Thayer is scheduled to complete her funeral directors' apprenticeship on July 18, 2012 at D.W. Newcomer's Sons Johnson County Funeral Chapel in Overland Park, Kansas. Once issued, the renewal date for the license would be August 31, 2013. Ms. Thayer attended Washburn University in Topeka, Kansas and Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Mr. August J. "Gus" Kautz

(Schwartz-Holroyd) To grant an embalmer license upon payment of an initial license fee of \$35.00 and to grant a funeral director license upon payment of an initial license fee of \$10.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Mr. Kautz completed his apprenticeships on June 16, 2012 at Arensberg-Pruett Funeral Home in Atchison, Kansas. Once issued, the renewal date for the licenses would be November 30, 2012. Mr. Kautz attended Highland Community College in Highland, Kansas, Benedictine College in Atchison, Kansas, Barton County Community College in Great Bend, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Funeral Director Applicant: Mr. Michael D. Hall

(Holroyd-Schwartz) To grant a funeral director license upon completion of apprenticeship and payment of an initial license fee of \$232.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Mr. Hall is scheduled to complete his funeral directors' apprenticeship on July 19, 2012 at Carlson-Geisendorf Funeral Home and Crematory in Salina, Kansas. Once issued, the renewal date for the license would be August 31, 2014. Mr. Hall attended Colby Community College in Colby, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Funeral Director Applicant: Mr. Stuart J. Schake

(Bedene-Holroyd) To grant a funeral director license upon payment of an initial license fee of \$26.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Mr. Schake completed his funeral directors' apprenticeship on July 11, 2012 at Kirby-Morris Funeral Home in El Dorado, Kansas. Once issued, the renewal date for the license would be July 31, 2013. Mr. Schake attended Butler County Community College in El Dorado, Kansas, Fort Scott Community College in Fort Scott, Kansas and earned a Bachelor of Science Degree in Education at Pittsburg State University in Pittsburg, Kansas.

Embalmer-Funeral Director Applicant: Mr. David J. Pryor

(Holroyd-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$70.00 and to grant a funeral director license upon payment of an initial license fee of \$20.00 and passing of the written funeral directors' examination, which will be administered later today. Carried. Mr. Pryor completed his apprenticeships on July 6, 2012 at Penwell-Gabel Funeral Home and Crematory Johnson Chapel in Junction City, Kansas. Once issued, the renewal date for the licenses would be April 30, 2013. Mr. Pryor attended St. Mary's College in Leavenworth, Kansas, Highland Community College in Highland, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Ms. Jori E. Williams

(Melby-Schwartz) To grant an embalmer license upon payment of an initial license fee of \$112.00 and completion of apprenticeship and to grant a funeral director license upon payment of an initial license fee of \$32.00, completion of apprenticeship and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Ms. Williams is scheduled to complete her apprenticeships on August 26, 2013 at Downing and Lahey Mortuary in Wichita, Kansas. Once issued, the renewal date for the licenses would be November 30, 2013. Ms. Williams attended William R. Harper College in Palatine, Illinois, Butler Community College in El Dorado, Kansas and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Embalmer-Funeral Director Applicant: Mr. Tyler M. Stingley

(Melby-Holroyd) To grant an embalmer license upon payment of an initial license fee of \$91.00 and completion of apprenticeship and to grant a funeral director license upon payment of an initial license fee of \$26.00, completion of apprenticeship and passing of the written funeral directors' examination, which will be administered later today. Carried. With continuous employment, Mr. Stingley is scheduled to complete his apprenticeships on July 18, 2012 at Meyers Funeral Chapel Northland in Parkville, Missouri. Once issued, the renewal date for the licenses would be July 31, 2013. Mr. Stingley attended the University of South Dakota in Vermillion, South Dakota and earned an Associate in Applied Science Degree in Mortuary Science at Kansas City Kansas Community College in Kansas City, Kansas.

Reciprocal (Arkansas) Embalmer-Funeral Director Applicant: Mr. Kelly D. Miller

(Bedene-Schwartz) To grant a reciprocal embalmer license upon payment of a \$49.00 initial license fee and to grant a funeral director license upon payment of an initial license fee of \$66.50 and passing of the written funeral directors' examination, which will be administered later today. Carried. The renewal date for the licenses would be January 31, 2013. Mr. Miller was granted Arkansas embalmer and funeral director licenses on May 5, 1995. He attended Oklahoma Panhandle State University in Goodwell, Oklahoma, Garden City Community College in Garden City, Kansas and earned an Associate in Applied Science Degree in Funeral Science at the Dallas Institute of Funeral Service in Dallas, Texas. He has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards. Mr. Miller is employed at Myatt-Laverne Funeral Home in Laverne, Oklahoma and will also be employed by Myatt-Ashland Funeral Home in Ashland, Kansas.

Reciprocal (Missouri) Embalmer Applicant: Mr. Douglas D. Elmore

(Bedene-Schwartz) To grant a reciprocal embalmer license upon payment of a \$154.00 initial license fee. Carried. The renewal date for the license would be May 31, 2014. Mr. Elmore was granted a Missouri embalmer license on March 30, 2010. He attended Missouri Baptist University in St. Louis, Missouri, St. Charles County Community College in Cottleville, Missouri and earned an Associate in Applied Science Degree in Funeral Service Education at St. Louis Community College in St. Louis, Missouri. He has passed the National Board Examination (NBE) administered by International Conference of Funeral Service Examining Boards.

X. Election of Officers

(Bedene-Schwartz) To nominate Fred Holroyd as **President**. Carried.

(Bedene-Melby) For nominations to cease. Carried.

Mr. Holroyd was elected President unanimously.

(Holroyd-Melby) To nominate Barry Bedene as **Vice President**. Carried.
(Melby-Holroyd) For nominations to cease. Carried.
Mr. Bedene was elected Vice President unanimously.

President Holroyd appointed Board Members to the following Committees:

Investigative Committee: Mr. Holroyd and Ms. Schwartz

Continuing Education Committee: Mr. Bedene and Mr. Melby

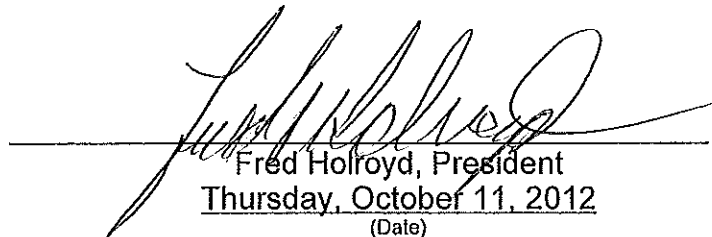
Hearing Committee: Mr. Charles Smith, Mr. Bedene and Mr. Melby

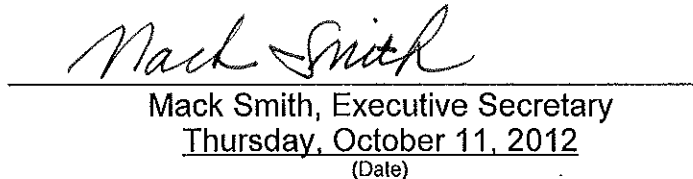
XI. New/Old/Remaining Business/Adjournment

(Bedene-Holroyd) To adjourn—subject to recall by the president, vice president or executive secretary. Carried. The date of the next regularly scheduled board meeting is Thursday, October 11, 2012.

At approximately 1:30 p.m. Executive Secretary Smith read instructions to the funeral directors' examinee applicants prior to the administration of the funeral directors' examination which was proctored by Inspector Francis Mills in the Florentine Room of the Jayhawk Tower. The results of that examination are a part of these minutes.

Respectfully submitted:


Fred Holroyd, President
Thursday, October 11, 2012
(Date)


Mack Smith, Executive Secretary
Thursday, October 11, 2012
(Date)

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